



EMS TRAINING PROGRAM AUDIT (Administrative)

Instructor/Coordinator

Course Type

Course Approval #

Course Dates

Students Started

Students Completed

Audit Start Date

Conclusion Date

Auditor(s)

Reason for Audit

SUBMISSIONS TO RIDOH

Course Application Received

☐ Yes ☐ No ☐ N/A Date

Certificate of Eligibility Forms Received

☐ Yes ☐ No ☐ N/A Date

Course Ending Roster Received

☐ Yes ☐ No ☐ N/A Date

Clinical Assignments Received

☐ Yes ☐ No ☐ N/A Date

Comments

RECORD-KEEPING

Organization of attendance records, grades, correspondence?

☐ Acceptable ☐ Unacceptable

Are records/grades maintained in a confidential manner?

☐ Yes ☐ No

How are records stored?

☐ Paper ☐ Disk

☐ Computer ☐ Other

Security of records (locked cabinet, password-protected, etc.)?

☐ Acceptable ☐ Unacceptable ☐ N/A

Comments

STUDENT RECORDS (AS HELD BY I/C)

Student Applications

☐ Available ☐ Complete ☐ N/A

Daily Attendance Records

☐ Available ☐ Complete ☐ N/A

Grades (assignments, examinations, etc.)

☐ Available ☐ Complete ☐ N/A

Practical Skill Examinations

☐ Available ☐ Complete ☐ N/A

Observation Time Records

☐ Available ☐ Complete ☐ N/A

Clinical Assignment Schedule

☐ Available ☐ Complete ☐ N/A

Comments

FACULTY RECORDS (AS HELD BY I/C)

Faculty Resumes/Curriculum Vitae

☐ Available ☐ Complete ☐ N/A

Daily Attendance Records

☐ Available ☐ Complete ☐ N/A

Faculty Meeting Documentation/Attendance

☐ Available ☐ Complete ☐ N/A

Faculty Evaluations

☐ Available ☐ Complete ☐ N/A

Comments

COURSE SYLLABUS

Copy provided for audit?

☐ Yes ☐ No ☐ N/A

Received by all students?

☐ Yes ☐ No ☐ N/A

Number of hours in course program

Total number of hours meets/exceeds requirements?

☐ Yes ☐ No ☐ N/A

Number of hours per topic meets/exceeds requirements?

☐ Yes ☐ No ☐ N/A

Max Length of Class Sessions

Course Outline Included

☐ Yes ☐ No ☐ N/A

Comments

COURSE MATERIALS (MAY BE PART OF SYLLABUS)

Copies provided for audit?

☐ Yes ☐ No ☐ N/A

Course prerequisites defined?

☐ Yes ☐ No ☐ N/A

Attendance policies included?

☐ Yes ☐ No ☐ N/A

Attire requirements included?

☐ Yes ☐ No ☐ N/A

Behavior policy included?

☐ Yes ☐ No ☐ N/A

Discipline policy included?

☐ Yes ☐ No ☐ N/A

Grading policy included?

☐ Yes ☐ No ☐ N/A

Copies signed by students?

☐ Yes ☐ No ☐ N/A

Comments

LESSON PLANS

Title page and objectives included?

☐ Yes ☐ No ☐ N/A

Requirements defined?

☐ Yes ☐ No ☐ N/A

Instructor tasks described?

☐ Yes ☐ No ☐ N/A

Complete lesson outline provided?

☐ Yes ☐ No ☐ N/A

RI protocols/procedures addressed?

☐ Yes ☐ No ☐ N/A

Comments

REVIEW OF RANDOM LECTURE

Topic

Faculty

Faculty qualified to teach topic?

☐ Yes ☐ No ☐ N/A

Comments

REVIEW OF RANDOM LABORATORY

Topic

Faculty

Faculty qualified to teach topic?

☐ Yes ☐ No ☐ N/A

Comments

STUDENT EVALUATION PROCESS

Notebooks Frequency

Quizzes Type Frequency

Written Exams Type Frequency

Practical Exams Type Frequency

Comments

AUDITOR'S CONCLUSIONS

Overall Rating ☐ Exceeds Expectations ☐ Meets Expectations ☐ Unacceptable

Comments

Actions Needed

Signature _____

Date _____